



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY STUDENT DETACHMENT**  
**VICTORY SUPPORT BATTALION**  
**FORT JACKSON, SOUTH CAROLINA 29207**


ATZJ-VSB-SD

27 October 2006

**MEMORANDUM FOR RECORD**

**SUBJECT: Policy #1 Commander's Open Door Policy**

1. The morale, welfare, and discipline of a unit are the responsibility of the First Sergeant and Commander.
2. It is the duty of this chain of command to resolve the difficulties and/or problems, both personal and professional, of every individual soldier and civilian in the unit.
3. I encourage subordinate leaders to solve issues and problems at the lowest level.
4. **When your chain of command and the First Sergeant cannot resolve your problem or you cannot discuss it with them, first, inform your chain of command that you would like to see the Commander, and then address the problem with me.**
5. The point of contact for this memorandum is the undersigned at 803-751-5305.

  
GINA M. FERGUSON  
CPT, SC  
Commanding